

Dear Friends,

The Southwest Michigan Black Heritage Society is seeking to fill the following part-time positions. Please reach out to your networks and help us find excellent candidates.

## **PROJECT ASSISTANT**

### **Job summary**

The ideal candidate is someone with a strong interest in or experience with regional African American history and social justice. The project assistant will be responsible for the management of the office and will assist the director in organizing and planning Society programs. Although this is a part-time position, it promises future growth and increasing responsibility.

### **Duties**

- Manage office operations
- Assist in supervision of interns
- Assist in arranging and preparing for meetings and programs

### **Minimum requirements**

- Bachelor's Degree preferred
- Excellent communications skills
- Proficiency in working with social media
- Available 20 hours per week
- Good interpersonal skills

Salary commensurate with experience and education.

Projected start date May 1, 2015.

Interested candidates should send cover letter and resume to:

smbhs03@gmail.com